**C2 - PERSONAL AND PEOPLE DEVELOPMENT**

**Level 1 - Contribute to own personal development**

* I discuss with my manager what knowledge and skills are needed for my job.
* I prepare for, and take part in, my own KSF Personal Development Review discussion.
* I discuss with my manager/reviewer what further learning and development I need and what learning activities I need to do.
* I agree a personal development plan with my KSF reviewer.
* I actively take part in learning activities and keep a record of them.
* I reflect on my learning and effectively apply new knowledge and skills to my job.
* I discuss with my manager what knowledge and skills are needed for my job.
* I prepare for, and take part in, my own KSF Personal Development Review discussion.
* I discuss with my manager/reviewer what further learning and development I need and what learning activities I need to do.
* I agree a personal development plan with my KSF reviewer.
* I actively take part in learning activities and keep a record of them.
* I reflect on my learning and effectively apply new knowledge and skills to my job.

**Level 2 - Develop own knowledge and skills and provide information to others to help their development**

* I ask for feedback from others about my work to help identify my own learning and development needs.
* I take an active part in my KSF development review with my reviewer and suggest areas for learning and development in the coming year.
* I take responsibility for my own personal development and take an active part in learning opportunities.
* I reflect on how effective my learning and development opportunities have been and share this with others.
* I keep up-to-date records of my KSF development reviews.
* I offer help and guidance to other members of my team to support their development or to help them complete their work requirements effectively.

**Level 3 - Develop oneself and contribute to the development of others**

* I reflect on how well I am applying my knowledge and skills to meet the requirements of my role.
* I identify my own development needs and agree personal/service objectives and my personal development plan with my reviewer.
* I take responsibility for my own personal development and keep my personal development records up to date.
* I actively participate in learning opportunities and share my learning with other colleagues.
* I support and encourage colleagues to develop and apply their knowledge and skills in practice.
* I support the development of staff by providing opportunities to develop knowledge and skills in line with agreed personal development plans.

**Level 4 - Develop oneself and others in areas of practice**

* I develop and agree my own personal development plan with feedback from others.
* I actively generate and use appropriate learning and development opportunities and apply my learning from these to develop my future practice.
* I encourage staff by providing objective, specific and valid feedback on their application of knowledge and skills.
* I provide staff with appropriate opportunities to apply their developing levels of knowledge and skills in the workplace.
* I actively promote the workplace as a learning environment and encourage staff to learn from each other and from external good practice.
* I alert my manager to any potential issues that affect learning, development and performance in my work area.
* I support staff in undertaking learning activities, making the required resources available and making efforts to remove any obstacles to learning.